

Instructions for the Web Enabled Exchange Server

Web Enabled Outlook

Yes, it is true. You may now retrieve your emails from any Web browser connected to the Internet. Just follow these simple instructions:

1. From your browser, enter: <https://oro-mail.oro.doe.gov/>
or use <https://198.207.239.3>

Do not forget the “s” after the http.

2. A Security Alert bulletin will appear, click **Yes** to proceed.



3. Then you will see a "Notice to Users" screen. In order to continue you must accept the listed requirements. To accept click on the "**click here if you agree**" statement.
4. Next you will see the Connect to oro-mail.oro.doe.gov screen. (Example on the following page).

(Example Username = 82k (please enter your three (3) character identification (ID) Password = Your UCAMS password). Then select **OK**.



At this point you should be able to access your Exchange inbox from anywhere in Internet Land!

If you have any questions concerning the above instructions, please do not hesitate to contact the IT Customer Support Help Desk at 865-576-2482.

Email: itrequest@oro.doe.gov

Site: FOB, Room B112-1